

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Fire Lieutenant****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Coordinates the operations of a fire or rescue team during emergency situations and on a daily basis and assists in emergency situations. Ensures maintenance and training standards are met. Evaluates, schedules, and develops personnel.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	VH	Supervises fire suppression and medical emergency duties by evaluating situations, supervising and coordinating operations, ensuring personnel safety, ventilating structures, coordinating emergency incident responses, conducting overhaul operations to minimize smoke and fire damage, determining cause, may be working supervisor directly suppressing fires and responding to emergency medical calls.
2	L	Manages personnel and station activities by assigning activities, preparing and providing training classes for station personnel, ordering supplies, maintaining and filing activity reports, preparing correspondence, conducting personnel evaluations, providing career development opportunities, and maintaining personnel records.
3	M	Conducts other duties by performing building repairs and renovations, conducting commercial inspections, reporting inspection submissions, participating in public education fire prevention and smoke detector installation programs, acting as station captain when required, and overseeing vehicle and equipment maintenance.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training in firefighting past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Four (4) years combined experience as a Firefighter EMT, EMT-ST, EMT-C, EMT-P or Fire Inspector.
Certifications and Other Requirements	Valid Driver's License; current Virginia Department of Fire Programs Certifications in Fire Officer I (must achieve and maintain within one (1) year of promotion to the rank of Fire Lieutenant), Hazmat Awareness and Operations, Emergency Vehicle Operations and/or other "Firefighter Professional Qualifications" as required by the Virginia Administrative Code, current Virginia Department of Health certification as an Emergency Medical Technician (EMT)-Shock Trauma, Cardiac or Paramedic; American Heart Association certification in Basic Cardiac Life Support for Health Care Providers. Completion of the Department of Fire Rescue Employee Development Program including "Acting Officer," "Engine Operator," and "Ladder Operator" manuals (must complete prior to participation in the testing process for promotion to the rank of Fire Lieutenant).
Reading	Work requires the ability to read standard operating procedures, memos, administrative orders, records, training materials and letters.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memos, evaluations, letters, inspections, training material and various reports.
Managerial	Managerial responsibilities include assigning work duties, planning training, performing evaluations and managing equipment and facilities.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work involves choices of action within limits set by standard practices and procedures. Professional judgment is required to apply the proper course of action.
Interpersonal / Human Relations Skills	Contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light	Medium	Heavy X	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Investigating fire scenes, on ladders, rooftops
Sitting	F	Computer, desk work, driving
Walking	F	Station, fire scenes
Lifting	F	Firefighting tools and equipment, ladders, medical supplies
Carrying	F	Firefighting tools and equipment, ladders, medical supplies
Pushing/Pulling	F	Fire hose, ropes, doors
Reaching	F	Firefighting tools and equipment
Handling	F	Firefighting tools and equipment
Fine Dexterity	F	Computer keyboard, tying knots, starting IV
Kneeling	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Crouching	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Crawling	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Bending	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Twisting	F	Investigating fire scenes, avoiding smoke inhalation, rescue operations
Climbing	F	Ladders, stairs, rooftops
Balancing	F	Ladders, stairs, rooftops
Vision	C	Computer, desk work, driving, fire scenes
Hearing	C	Firefighters, police officers, dispatchers, doctors and nurses, citizens
Talking	F	Firefighters, police officers, dispatchers, doctors and nurses, citizens
Foot Controls	F	Driving, siren, air horn
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Ground ladders, portapower units, bolt cutters, water cut off tools, sledge hammers, lug wrenches, hand truck with junction box, battering ram, stokes baskets, navigation compass, water rescue boat, life throw rings, stethoscopes, glucometer, backboards, neck collars, automatic defibrillators, aerial ladders, knives, chain saws, hand saws, pinch bars, fire extinguishers, portable lights, depth finder, life vests, jet skis, sphygmomanometer, pulse oxsimetry, CIDs, electrocardiogram, angiocatheters, fire hoses, nozzles, axes, ceiling hooks, pry bars, power saws, ladders, heavy fans, shovels, ropes, hydraulic extrication equipment, fire engine, ladder trucks, radios, generators, Standard Microsoft Windows and Office software, laser or inkjet printer, Virginia Fire Incident Reporting System, Firehouse software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	D	Dirt and Dust	D
Chemical Hazards	W	Extreme Temperatures	D
Electrical Hazards	W	Noise and Vibration	D
Fire Hazards	D	Fumes and Odors	D
Explosives	M	Wetness/Humidity	W
Communicable Diseases	D	Darkness or Poor Lighting	D
Physical Danger or Abuse	D		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	--
Warehouse	--
Shop	--
Vehicle	--
Outdoors	X
Other (see 2 below)	X

(1)

(2) Fire scenes

PROTECTIVE EQUIPMENT REQUIRED:

Turn out gear, self-contained breathing apparatus, gloves, SCBA, helmet, safety glasses, safety shoes, haz mat suit

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	F
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)